

S E C R E T

OO/IMS 82-578

23 DEC 1982

MEMORANDUM FOR: Chief, Information Management Staff

INFO: Chief, Evaluation and Program Design Staff

FROM: John H. Stein
Deputy Director for Operations

SUBJECT: Decisions from Annual Performance Review of
Information Management Staff, 13 December 1982

1. In reviewing the Information Management Staff's program plan detailing the modern, centralized, cost-effective and secure system which meets the information requirements for the Directorate, I am impressed both by the complexity of the functions performed and the efficiency with which you set about achieving your very ambitious goals. Under your leadership, accomplishments realized during FY 82 have been extraordinary. Along our evolutionary path toward a new, technological-age office, the IMS has accrued unusual power which has been administered in an exceptionally proficient, professional manner, responsive to the current and future needs of our Directorate. I support the plans laid out in the Program and am confident that they will be carried out in a similarly responsible manner. Please convey my appreciation to all members of your Staff for their truly remarkable list of accomplishments during the past year. And now I would like to turn to some of the issues which I believe will require follow-on action.

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3. Monetary Savings Realized Through IMS Programs. Mention is made in your comprehensive paper, detailing accomplishments achieved in FY 82, of the savings realized through IMS programs. I would like IMS to work with EPDS to prepare a memorandum identifying each item and detailing the dollar amount saved. I will send this information to the DCI. There may also be savings on which a dollar value cannot be placed---for example programs which led to major improvements or were particularly responsive and effective in the conduct of our work. Here, I have in mind enhanced productivity, perhaps through training programs, or the use of new technology, such as CRAFT, word processors or the automating of manual systems. I would like IMS to identify these "savings" on a separate sheet as I will also want to mention them to the Director.

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6. Space Problems. I have noted your comments regarding the difficulty of integrating IMS data management personnel into the divisions, largely due to a lack of space and the unevenness among the divisions in coping with the problem. I share your concern and believe it is essential to integrate data management people into each Division, because having them dispersed in some area remote from Division managers is neither efficient nor acceptable. A word needs to be conveyed to the Divisions to ensure that centralization and integration become a reality and I will address this matter with the Division Chiefs.

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7. Field Records Management Course. This is an excellent and essential course for field-bound DO personnel, because we are in the middle of what you aptly describe as a "revolutionary change in the information management/handling field". I note that there were eight runnings of the course in FY 82, but that it was undersubscribed. It is important that we have full enrollment in this 1 1/2 day course. I will emphasize the importance I attach to proper field records management to the Division Chiefs and request their assistance in helping to ensure that field-bound personnel attend this course. Please notify me of any problems with regard to attendance at this course so that there can be prompt remedial action.

8. Training. I agree with EPDS that we need to sensitize and educate the DO population on the changes happening now and anticipated over the next ten years. I support IMS's approach to this problem of attacking it on many levels; and as an on-going process, I encourage you to become involved in the ops course in addition to the briefings and tours and your involvement in other formal training. On this same topic of helping the Directorate adapt to change, I continue to endorse strongly your plans to establish a task force early next year to address some of the issues facing us in this area.

9. FTE. I note that IMS is already at ceiling for FY 83 and anticipates a shortfall in personal services monies. We are optimistic about getting some FTE relief to ease this problem. While I recognize the need to stay a little over ceiling to accomodate IA-trainees, however, the prospect of FTE relief is not a license to hire indiscriminately.

10. IMS Referent in EPDS. I agree with EPDS's recommendation that an IMS referent would be a useful addition to the staff. I want you to consider nominating an IMS employee for a rotational tour with EPDS.

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